1	Original	Amendment
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# U.S. House of Representatives 111<sup>th</sup> Congress

LEGISLATIVE RESOURCE CENTER

2009 NOV 13 AM 9: 36

# EMPLOYEE OFFICE OF THE CLERK POST-TRAVEL DISCLOSURE FORM OFFICE OF THE CLERK POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips, or similar events undertaken in connection with official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with House Rule 25, clause 5, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within 15 days after travel is completed. The Clerk is to make the second page of this form publicly available as soon as possible after it is filed.

Name of Traveler (print or type): Allison Hollabaugh
I certify that the information contained on all pages of this form is true, complete, and correct to the best of my knowledge.  SIGNATURE OF TRAVELER:  DATE: 11/10/09
I authorized this travel in advance. I have determined that all of the expenses listed on this form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.
NAME OF SUPERVISING MEMBER: Christopher H. Smith
SIGNATURE OF SUPERVISING MEMBER: DATE: U 10 09

Version date 3/2009 by Committee on Standards of Official Conduct

Amendment

# EMPLOYEE POST-TRAVEL DISCLOSURE FORM

1. Nam	e of Travele	r (print or type): Alli	son F	Hollabaugh	
2. a. N	ame of Acco	empanying Family Me	mber	(if any):	(1981)
b. R	elationship t	o Employee: Spo	use [	Child Other (spec	ify):
3. a. D	ate of Depar	ture and Date of Return	rn: [	Departure: 10/29/09 Re	eturn: 10/30/09
b. D	ates at perso	nal expense (if any):	non	е	(4)
4. Itine	rary (cities o	f departure – destinati	on – 1	return): Washington, D.	C. to New York, NY
to	Washingto	n D.C.			
5. Spor	sor(s) (who	paid for the trip): Hu	ımpt	y Dumpty Institute	
	1				
6. Desc	ribe meeting	s and events attended	(attac	ch additional pages if necess	sary):
Ple	ease see a	ttached itinerary fo	r the	five meetings with U.S.	and U.N. officials.
b. I  9. TRA  unave	the Common represent the hat statement foot, explain VEL EXPE	nat I participated in eat is true by checking ben:  NSES: Obtain actua	etter a ach of oox):	the activities reflected in th	the sponsor's agenda. (Signify
		Total Transportation Expenses		Total Lodging Expenses	Total Meal Expenses
For emplo	yee:	324.00		279.00	61.00
For accon family me					
		Other Expenses (dollar amount)		ecific Nature of Expenses g., taxi, parking, registration f	ee, etc.)
For emplo	yee:	20.90	ta	axi	
For acconfamily me				- Michael Committee - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997	



# The Humpty Dumpty Institute's 31st Staff Delegation to the United Nations

# Agenda

	<del></del>	
5.20 DM	Depart Weekington DC	Dalta Chuttle #E004

5:30 PM Depart Washington DC, Delta Shuttle #5924
Location: Reagan National Airport

6:30 PM Arrive at New York

Friday, October 30th

Thursday, October 29th

8:00 – 8:45 AM Working Breakfast with the U.S. Mission to the U.N.

Location: UN Delegates Dining Room #4

8:55 – 9:30 AM Briefing by Mr. Robert Orr, Assistant Secretary General on priorities of

UNGA

Location: UN Delegates Dining Room #4

9:30 - 10:00 AM Briefing by Mr. Craig Mokhiber, Deputy Director for the New York office of

the UN High Commissioner for Human Rights

Location: UN Delegates Dining Room #4

10:00 -10:45 AM Tour of the United Nations

11:00 – 12:00 PM Briefing by Ms. Asma Jahangir, UN Special Rapporteur for Religious

Freedom

Location: UN Millennium Plaza Hotel, Governor's Room

12:10 - 12:45 PM Briefing by Amb. Normans Penke, Permanent Representative of Latvia to the

United Nations and Chair of the Third Committee

Location: UN Millennium Plaza Hotel, Governor's Room

1:00 - 2:25 PM Working Lunch with Representatives from various UN Missions

Location: TBD

4:30 PM Delta Shuttle #5921 back to Washington, DC

POC: Capera Clement, 202-316-5918

# U.S. House of Representatives Committee on Standards of Official Conduct

# PRIVATE SPONSOR TRAVEL CERTIFICATION FORM (provide directly to each House invitee)

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form. The trip sponsor should NOT submit the form directly to the Committee. You must answer every question on the form.

1.	Sponsor(s) (who will be paying for the trip): The Humpty Dumpty Institute
2.	I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (Signify that the statement is true by checking box):
3.	I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (Signify that the statement is true by checking box):
4.	Is travel being offered to an accompanying family member of the House invitee(s)?
5.	Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary):  Please see attached list for congrussional staff who work on International Religious Freedom
	Please see attached list for congressional staff who work on International Religious Freedom
6.	Dates of travel: October 29-30, 2009
7.	Cities of departure – destination – return: Washington, DC - New York - Washington, DC
8.	Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (Signify "yes" by checking box):
9.	I represent that (check one of the following):  a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965:   or
	<ul> <li>b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent:  or</li> <li>c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance a a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging</li> </ul>
	the trip was de minimis under the Committee's travel regulations.
10.	If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
	a. N/A – I checked 9(a) or (b) above:
	b. One-night's lodging and meals are being offered: 🗸 or
	c. Two-nights' lodging and meals are being offered:   If "c" is checked, explain why the second night is warranted:

11.		eck one:					
	a.	I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or					
		employees on any segment of the trip (Signify that the statement is true by checking box): $\boxed{q}$					
	b.	N/A – trip sponsor is an institution of higher education.					
12.		Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip:					
	Th	ne Humpty Dumpty Institute is the only sponsor of the trip and we will be coordinating all logistics, briefings,					
	an	d arrangements.					
	_						
13.	a.	Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.):  Participants will travel on coach class air shuttle or the Acela Amtrak train between Washington, DC and					
		New York City.					
	b.	If travel will be first class or by chartered or private aircraft, provide an explanation describing why such travel is warranted:					
		Tavor is managed.					
	,						
14.		represent that the expenditures related to local area travel during the trip will be unrelated to personal or creational activities of the invitee(s). (Signify that the statement is true by checking box):					
15.	Ire	epresent that either (check one of the following):					
		The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees:   or					
	b.	The trip involves events that are arranged <i>specifically with regard</i> to congressional participation: If "b" is checked, detail the cost per day of meals (approximate cost may be provided):					
		One breakfast, one lunch, total estimated cost of about \$90					
16.	Re	eason for selecting the location of the event or trip: The UN Headquarters is in New York.					
	_						
17.	Na	ame of hotel or other lodging facility: The UN Millennium Plaza Hotel					
18.	Co	ost per night of hotel or other lodging facility (approximate cost may be provided): \$280					
19.	Re	eason(s) for selecting hotel or other lodging facility: Proximity to the UN					

### 20. TOTAL EXPENSES FOR EACH PARTICIPANT

actual amounts good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$400	\$280	\$90
For each accompanying family member			

	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$50	Taxi to and from Airport/Parking Fees
For each accompanying family member	20	

21.	I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or l	lump
	sum payment (signify that the statement is true by checking box):	

22.	I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.
	Signature:
	Name and title: Joseph Merante
	Organization: The Humpty Dumpty Institute
	Address: 29 West 46th St., 5th Floor
	Telephone number: 212-944-7111
	Fax number: 212-991-6413
	Email Address: joe.merante@thehdi.org

The Committee staff may contact the above individual if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct U.S. House of Representatives HT-2, The Capitol Washington, DC 20515 (202) 225-7103 (phone) (202) 225-7392 (general fax)

Version date 8/2008 by Committee on Standards of Official Conduct

# U.S. House of Representatives Committee on Standards of Official Conduct

# PRIVATELY SPONSORED TRAVEL: TRAVELER FORM For Members, Officers, and Employees

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: A	Allison B. Hollabaugh
the best of my k	e information contained on both pages of this form is true, complete, and correct to moveledge.  The formation contained on both pages of this form is true, complete, and correct to moveledge.  The formation contained on both pages of this form is true, complete, and correct to moveledge.
For staff, nar	me of employing Member/Committee: Rep. Christopher Smith
Office address:	2373 RHOB, Washington, DC 20515
Phone number:	(202) 225-3765
Email address of	contact person: allison.hollabaugh@mail.house.gov
media appearance	the sponsoring entity is a media outlet and the traveler is a Member traveling to make a se sponsored by that entity <u>and</u> these forms are being submitted to the Committee less ore the trip departure date.
NOTE: You must contact you	complete the contact information fields above, as Committee staff may need to if additional information is required.
If there are any quest	ions regarding this form please contact the Committee:

(202) 225-7103 (phone) (202) 225-7392 (fax)

Committee on Standards of Official Conduct

U.S. House of Representatives

HT-2, The Capitol Washington, DC 20515

Version date 9/2008 by Committee on Standards of Official Conduct

# U.S. House of Representatives Committee on Standards of Official Conduct

# PRIVATELY SPONSORED TRAVEL: TRAVELER FORM

1.	Name of Traveler: Allison B. Hollabaugh
2.	Sponsor(s) (who will be paying for the trip):  Humpty Dumpty Institute
3.	Travel destination(s): New York City
4.	a. Date of Departure and Date of Return: 10/29/09 - 10 130/09
	b. Will you be extending the trip at your personal expense? ☐ Yes ☑ No
	If yes, dates at personal expense:
5.	a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☑ No
	b. If yes, name of accompanying family member:
	c. Relationship to traveler:  Spouse  Other (specify):
6.	a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? ☐ Yes ☑ No
	<ul> <li>b. If yes, check one of the following: □ N/A – Sponsor checked 9(a) or 9(b)</li> <li>(1) Approval for one-night's lodging and meals is being requested: □ or</li> <li>(2) Approval for two-nights' lodging and meals is being requested: □</li> <li>If "(2)" is checked, explain why the second night is warranted:</li> </ul>
7. 8.	Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments ( <i>indicate that form is attached by checking box</i> ):   Explain why participation in the trip is connected to <u>your</u> individual official or representational duties:  I am responsible for following international religious freedom issues for Mr. Smith as well
	as his UN Activities as Congressional Delegate to the United Nations.
9.	FOR STAFF: TO BE COMPLETED BY YOUR EMPLOYING MEMBER:
	I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.  Date:

NOTE: This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.

# INVITEES for HDI's Staff Delegation to the UN, Oct. 30

	Robert Aderholt (R-AL)	Megan Medley
	Todd Akin (R-MO)	Justin Johnson
24	Shelley Berkley (D-NV)	Jeremy Kadden
)	Gus M. Bilirakis (R-FL)	Liz Hittos
_	Leonard L. Boswell (D-IA)	Andrew Northup
-	Paul C. Broun (R-GA)	Lydia Morgan
-	Dan Burton (R-IN)	Brian Fauls
74	Anh "Joseph" Cao (R-LA)	Dang Nguyen
4	Andre Carson (D-IN)	Umar Ahmed √
_	Donna M. Christensen (D-VI)	Angeline Muckle- Jabbar
1	Yvette D. Clarke (D-NY)	Mark Lee
-	Emanuel Cleaver II (D-MO)	Jennifer Shapiro
0	Gerald E. Connolly (D-VA)	Dominic Bonaiuto
	Joseph Crowley (D-NY)	Gregg Sheiowitz
	Vernon J. Ehlers (R-MI)	Ben Gielow
1	Keith Ellison (D-MN)	Walaya (Wally) Jariyadham
-	Jeff Fortenberry (R-NE)	Diana Tasnadi
-	Virginia Foxx (R-NC)	Brandon Renz
	Trent Franks (R-AZ)	Tina Ramirez
S	Scott Garrett (R-NJ)	Staci Wheeler
H	Bart Gordon (D-TN)	Sarah Tuke
V	Al Green (D-TX)	Renee Mayo
	Luis V. Gutierrez (D-IL)	Virginia Zigras
>	Wally Herger (R-CA)	Darin Thacker
24	Rush D, Holt (D-NJ)	Chris Gaston
m	Bob Inglis (R-SC)	David Weil
-	James P. McGovern (D-MA)	Cindy Buhl
	Doug Lamborn (R-CO)	Kristine Michalson
N	Zoe Lofgren (D-CA)	Melody Reis
/	Nita M. Lowey (D-NY)	Ann Vaughan
	Dan Lungren (R-CA)	Alexandra Snyder
21	Patrick T. McHenry (R-NC)	Alexis Rudakewych
2	Michael H. Michaud (D-ME)	Maya Pilatowicz
1	Thaddens G McCotter (D MI)	1 101 0

35.	Joseph R. Pitts (R-PA)	Amanda Lahr
36.	Charles B. Rangel (D-NY)	Emile Milne
37.	Mike Rogers (R-AL)	Kelly DeLoach
38.	Dana Rohrabacher (R-CA)	Paul Berkowitz
39.	Loretta Sanchez (D-CA)	Annie Yea
40.	Chris Smith (R-NJ)	Allison Hollabaugh
41.	Vic Snyder (D-AR)	Katie Hargis
42.	Mark E. Souder (R-IN)	Brett Swearingen
43.	Todd Tiahrt (R-KS)	Jeff Kahrs
44.	Chris Van Hollen (D-MD)	Karen Robb
45.	Zach Wamp (R-TN)	Helen Hardin
	46. Frank R. Wolf (R-VA)	Elizabeth
		Hoffman/Elyse
		Anderson
250	47. Ted Poe (R-TX)	Tim Tarpley
	48. Mike McIntyre (D-NC)	Kate Fox
	49. Jim McDermott (D-WA)	Jessica Rodgers
50.	Tim Ryan (D-OH)	Robert Bacon
51.	Chairman Berman (D-CA)	Marissa Doran
52.	Chairman Berman (D-CA)	Shanna Winters

PETER WELCH, VERMONT

DANIEL J. TAYLOR, COUNSEL TO THE CHAIR R. BLAKE CHISAM, CHIEF COUNSEL AND STAFF DIRECTOR ONE HUNDRED ELEVENTH CONGRESS LATIVE RESOURCE CENTERED HAPPER, MISSISSIPPI

K. MICHAEL CONAWAY, TEXAS CHARLES W. DENT. PENNSYI VANIA

RANKING REPUBLICAN MEMBER

JO BONNER, ALABAMA

U.S. House of Representatives AM 9: 36 TODD UNGERECHT REPUBLICAN MEMBER

COMMITTEE ON STANDARDS OF FFICE OF THE CLERK SUITE HT-2, THE CAPITOL

Washington, **DC** 20515-6328

October 19, 2009

Ms. Allison B. Hollabaugh Office of the Honorable Christopher Smith 2373 Rayburn House Office Building Washington, DC 20515

Dear Ms. Hollabaugh:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to New York, New York, scheduled for October 29 to 30, 2009, sponsored by the Humpty Dumpty Institute.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of that statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Chair

Ranking Republican Member

ZL/JB:slo